

Assessment Dates:	Cycle:	Assessment Level:	
April 1 to August 14	Pre-K Screener Cycle	Level I – Pre-School Students/Kindergarten Round-up Students.	<b>*Assess with Listening and Speaking Only</b>
August 15 to November 30	Screener Cycle I	Level I - Grade *K	<b>*Assess with Listening and Speaking Only</b>
		Level I - Grade 1	
		Level II - Grades 2-3	
		Level III - Grades 4-6	
		Level IV - Grades 7-9	
		Level V - Grades 10-12	
December 1 to August 14	Screener Cycle II	Level I - Grade K	
		Level II - Grades 1-2	
		Level III - Grades 3-5	
		Level IV - Grades 6-8	
		Level V - Grades 9-12	

#### How to place a screener Material Order:

1. Log into the BAA Secure Site.
2. Click on **SCREENER MATERIAL ORDERS** tab from the menu below the **ELPA SCREENER** tab.
3. Select the **Test Cycle, ISD, District, School** from the drop down menu, then click the **Search** button at the top right.  
**\*If you want the materials to be shipped to the District you may select that option on the next screen.**
4. For a **Return Label**, put a quantity in the **UPS Return Label** box.  
**\*If the only request is a Return Label, an email will be sent with that label.**
5. Place the quantity of each **Manual, Test Booklet, Speaking Booklet, Audio CD, Large Print**, in each box per Grade Level needed.
6. Click the **SAVE** button at the top right.
7. Obtain the order number from the current order list off the **\*Screener Order Processing Page**.  
**\*To create a list of your order(s) on the Screener Order Processing Page, click the Screener Order Processing Page tab to the left of the screen and follow the instructions from Step 3 above, then click the Search button at the top right.**

#### ELPA Initial Screener Contact:

For more information about placing an order or any questions about the procedures, contact:

**Cristina Rodriguez**

Phone: (517) 373-7559 Fax: (517) 335-1186

Email: [rodriguezc@michigan.gov](mailto:rodriguezc@michigan.gov)

#### ELPA Contact Information:

For more information about ELPA Administration procedures, content, scheduling, and information about students with disabilities and appropriate assessments or accommodations:

Phone: 877-560-8378

Fax: 517-335-1186

Website: [www.michigan.gov/elpa](http://www.michigan.gov/elpa)

E-mail: [mde-elpa@michigan.gov](mailto:mde-elpa@michigan.gov)